PROFESSIONAL DEVELOPMENT/SABBATICAL AWARD PROGRAMS

APPLICATION INFORMATION – 2022-2023

Name/ Rank_______________________________________ UF ID Number ____________________

Campus Phone Number _____________________________ Department PO Box Address ____________________________

Department/College ________________________________

TYPE OF AWARD REQUESTED (MARK ONLY ONE):
Professional Development_____ Sabbatical _____

FACULTY STATUS :
Tenured Faculty ____________ Non-tenured Faculty ____________

SABBATICAL TYPE (if applying for consideration for two semesters, select both, otherwise select just one option):
One Semester Fall ______  One Semester Spring ______

This application contains a request for a second sabbatical semester________

Number of years of full-time service at the University of Florida ______

Number of previous Professional Development Leaves or Sabbaticals and dates taken: _________________________________________________

Number of years of service since your last, if any, Professional Development Leave or Sabbatical: _________________________________________________

Application Information

Attach a 750 word description of the activities proposed for the award period, including (1) the location where these activities will take place, (2) any anticipated supplementary income, and (3) a statement of the benefits of the proposed activities to the University, the profession, and to you relevant to the instructional and research missions of the applicant’s unit. Submit the application information along with a current C.V. to your chair. If applying for an additional semester of sabbatical assignment, also include (4) a separate 750-word description of the proposed activities for the additional semester. Attach any documentation (invitation letters, publishing contracts, etc.) that will strengthen your proposal. The chair is required to complete an evaluation and submit it to the dean or director for review by the College or Unit Selection Committee. The application must be submitted to the chair by October 15th.

Terms of the Program

1. The award period may not extend beyond the academic year awarded without prior agreement by Department Chair and Dean.
2. Sabbaticals or PDLs that are awarded shall be implemented for the times requested unless circumstances result in staffing problems precluding the award from being granted at the time envisioned. Faculty should discuss options with Department Chair and Dean.
3. The employee must return to a regular University assignment for at least one academic year following participation in the program. Agreements to the contrary must be in writing prior to participation. Return to the University of salary received during the program may be required in those instances where neither of the above is satisfied.
4. An employee on sabbatical or PDL assignment will be evaluated on the project activities.
5. The employee must, within thirty days of the end of the award, provide a concise written report of the employee’s accomplishments during the award period to the chair, with a copy to the dean or director. This report must include information regarding the activities undertaken during the award, the results accomplished as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the award. Those who receive an additional semester must provide a separate report on that project. Attach a copy of the original proposal with the report(s).
6. Contributions normally made by the university to retirement and Social Security programs shall be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the term of the award. (Employees should check with the Fringe Benefits Office to make sure benefits are continued.)

I acknowledge that I have read and understand the terms of the program as set forth above, and, if an award is granted, that I will abide by and be bound by these terms.

Signed: _______________________________ Date: ______________________________

Office of the Provost and Senior Vice President
September 2021